COUNTY OF NAPA
CLERK OF THE BOARD'S OFFICE
REQUEST FOR INFORMATION

In order for us to effectively serve you, please complete the information below:

Name and address:______________________________________________________________

Business Name and address (if applicable):________________________________________

Daytime Phone Number:__________________________ Email Address:________________________

Date of Request:__________________________ Date Information Needed By:________________________

Type of document(s) requested (i.e., Resolution, Minutes, Ordinance, Board Letter, Agreement, copy of CDs – please include the number of the document or date of the meeting if available):
___________________________________________________________________________________________
___________________________________________________________________________________________

Subject matter(s): (i.e.: specific topic) □ Check here if additional pages are attached:
___________________________________________________________________________________________
___________________________________________________________________________________________

Signature________________________________________

PLEASE NOTE: Requests for information are completed in the order received, and will be addressed as quickly as possible. For requests requiring additional time (for record retrieval off site), you will be notified of the approximate time required to complete the request. Fees for copies and/or CD’s may be requested prior to duplication being performed.

FEES
Napa County Resolution No. 2016-42
Copies: $3.00 first 5 pages (.60 cents per page) each additional page .10 cents.
CDs: $11.00 per quarter hour plus .20 cents per CD. – meetings may be viewed via the web @
www.countyofnapa.org

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